



**DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE**



DATE: FEBRUARY 26, 2010

FROM: CHIEF FARON W. SEGOTTA
DPS DEPUTY CABINET SECRETARY – OPERATIONS

TO: ALL DPS EMPLOYEES

SUBJECT: DIRECTIVE - 2010-01

The purpose of this directive is to provide direction on the accrual and use of compensatory time for all employees assigned to the New Mexico State Police Division, Motor Transportation Police Division, Special Investigation Division, and the Law Enforcement Training Academy.

Effective immediately, employees may not bank more than a total of 80 hours of all four types of compensatory time and banked administrative leave awarded. This includes premium bank (@1.5), straight time compensatory bank (@1.0), holiday accrued (bonus hours), holiday compensatory time and administrative comp time. MTPD employees covered by the NMMTEA must comply with the provisions of that agreement limiting the accrual of premium bank balances to no more than 40 hours.

Employees who have compensatory balances in excess of 80 hours who request or require annual or sick leave will be required to use accrued compensatory time in lieu of annual or sick leave.

Supervisors are directed to schedule compensatory time off for all employees who have accrued or are approaching 80 hours of compensatory time sufficient to reduce the total balances down to no more than 80 hours by June 30, 2010.

Employees who have very limited sick and annual leave balances who are scheduled for extended leave may apply for an exception to this directive by sending an IDC, through the chain of command, to the Office of the Chief.

FWS:rsw